

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Equipment Mechanic III	Job Family: 6
General Classification: Front-Line	Job Grade: 24

Definition: To provide lead supervision over assigned Equipment Mechanic personnel; and to perform specialized skilled equipment maintenance work.

Distinguishing Characteristics: This is the advanced journey-level class in the Equipment Mechanic series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including performing technically complex or specialized vehicle/equipment maintenance duties requiring specialized knowledge, skills, and abilities and/or providing lead supervision over assigned staff. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility. Positions at this level may, and often do, exercise technical, functional or lead supervision over lower level positions. Lead responsibility is typically over a three- to four-person crew and is assigned on an on-going basis.

Supervision Received and Exercised: Receives direction from the Equipment Maintenance Supervisor; exercises functional and technical supervision over assigned Equipment Maintenance personnel.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Provide lead supervision over assigned vehicle/equipment maintenance personnel; review work and control quality of work; provide input into employee evaluations.
2. Assist in developing work plans, procedures and schedules.
3. Assist in ordering supplies and equipment for work projects; maintain records of purchases and job cost accounting.
4. Perform specialized skilled maintenance, repair and installation work related to vehicle and equipment maintenance.
5. May handle complaints and answer questions from the operating departments.

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6. Perform emergency repairs, as necessary; establish proper safety practices in doing such work.
7. Perform minor adjustments on service equipment; maintain tools and equipment in working order.
8. Maintain logs of daily activities.
9. Perform other duties as assigned.

Minimum Qualifications:

Knowledge of: Principles and practices of automotive, truck, gas and diesel engine, and related systems repair and maintenance; maintenance and repair techniques related to automotive computer control systems, high and low voltage electrical systems, high/low pressure pumps and vehicle air conditioning and emission control systems; principles and practices of reviewing and evaluating others' work; principles and practices of specialized area of assignment such as fire and emergency vehicle repair; principles and practices of safe work and driving; pertinent department rules and procedures; and pertinent traffic laws related to vehicle/equipment maintenance.

Ability to: Properly use all tools, equipment required to perform maintenance functions; assign and review the work of others; operate heavy equipment skillfully and safely; perform specialized journey-level vehicle maintenance duties; perform heavy manual labor; communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Three years of responsible journey-level vehicle maintenance experience. Training equivalent to the completion of the 12th grade supplemented by technical trade courses in equipment maintenance and repair. Completion of City's or college-level supervisory training course prior to or within two years of appointment.

Required Licenses or Certificates: Possession of a valid California Class C driver's license. Possession of a valid California Class B driver's license with hazardous materials and tanker endorsements within six months of appointment. Possession of a California Inspection and Maintenance Smog license may be required by the position.

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